



**TOWN OF BLUFFTON  
NEW STREET NAME APPLICATION**

Growth Management Customer Service Center  
20 Bridge Street  
Bluffton, SC 29910  
(843)706-4500  
www.townofbluffton.sc.gov  
[applicationfeedback@townofbluffton.com](mailto:applicationfeedback@townofbluffton.com)

<b>Applicant</b>	<b>Property Owner</b>
Name:	Name:
Phone:	Phone:
Mailing Address:	Mailing Address:
E-mail:	E-mail:
Town Business License # (if applicable):	
<b>Subject Information</b>	
Project Name: <span style="background-color: purple; color: white; padding: 2px;">Take Renaming info</span>	
Project Location:	
Zoning District:	
Tax Map Number(s):	
Project Description:	
<b>Minimum Requirements for Submittal</b>	
<input type="checkbox"/> 1. One (1) original plat showing the streets, proposed name of each, and a list of the proposed street name(s). <input type="checkbox"/> 2. Recorded deed and plat showing proof of property ownership. <input type="checkbox"/> 3. Project Narrative describing reason for application and compliance with the criteria in Article 3 of the UDO. <input type="checkbox"/> 4. An Application Review Fee as determined by the Town of Bluffton Master Fee Schedule. Checks made payable to the Town of Bluffton.	
<b>Disclaimer:</b> The Town of Bluffton assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.	
Property Owner Signature:	Date:
Applicant Signature:	Date:
<i>For Office Use</i>	
<i>Application Number:</i>	<i>Date Received:</i>
<i>Received By:</i>	<i>Date Approved:</i>



## TOWN OF BLUFFTON NEW STREET NAME APPLICATION PROCESS NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Unified Development Ordinance (UDO) requirements for obtaining application approval in the Town of Bluffton. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Bluffton's Unified Development Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

<b>Step 1. Pre-Application Meeting</b>	<b>Applicant &amp; Staff</b>
Prior to the filing of a New Street Name Application, the Applicant is required to consult with the UDO Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the UDO.	
<b>Step 2. Application Check-In Meeting</b>	<b>Applicant &amp; Staff</b>
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the New Street Name Application and required submittal materials during a mandatory Application Check-In Meeting where the UDO Administrator or designee will review the submission for completeness.	
<b>Step 3. Review by UDO Administrator &amp; Development Review Committee</b>	<b>Applicant, Staff &amp; Development Review Committee</b>
If the UDO Administrator determines that the New Street Application is complete, it shall be forwarded to the Development Review Committee (DRC). The DRC shall review the application and prepare written comments for review with the Applicant.	
<b>Step 4. Development Review Committee Meeting</b>	<b>Applicant &amp; Staff</b>
A public meeting shall be held with the Applicant to review the DRC Staff Report and discuss the application. The Applicant will be directed to address any comments, if any, and resubmit the application materials. If applicable, upon resubmittal, the application materials will be reviewed for compliance with the DRC Staff Report and, if all comments are addressed, the application is placed on the next available Planning Commission (PC) Meeting agenda.	
<b>Step 5. Planning Commission</b>	<b>Applicant, Staff &amp; Planning Commission</b>
The PC shall review the New Street Name Application for compliance with the criteria and provisions in the UDO. The PC may approve, approve with conditions, or deny the application.	
<b>Step 6. Issuance and Recording of Certificate of Street Renaming</b>	<b>Applicant &amp; Staff</b>
If the PC approves the New Street Name Application, the UDO Administrator shall issue a Certificate of Street Name which the Applicant shall record with the Beaufort County Register of Deeds.	